

Revised by NSDA, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Apparel, Made ups & Home furnishing Sector Skill Council

Apparel House 4th Floor

Sector 44, Institutional Area

Gurgaon

Name and contact details of individual dealing with the submission

Name: Ms Nidhi Trehan / Mr. Atul Madan

Position in the organisation - Joint Director Projects / Deputy Director Projects & Training

Address if different from above

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List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. Occupational Map
3. Assessment Criteria
4. Industry Endorsements – already submitted

5. QUALIFICATION FILE SUMMARY

Qualification Title	Assistant Fashion Designer AMH/Q1210		
Body/bodies which will assess candidates	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body which will accredit providers to offer the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Occupation(s) to which the qualification gives access	Designing		
Proposed level of the qualification in the NSQF.	4		
Anticipated volume of training/learning required to complete the qualification.	500 Hours		
Entry requirements / recommendations.	Minimum education qualification -Preferably, Standard XII Minimum age as per the labour & employment law of the country– 18 years		
Progression from the qualification.	Fashion Designer (vertical mobility)		
Planned arrangements for RPL.	2 days general training followed by assessment.		
International Comparability	It is yet to be established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
AMH/N1210Plan and prepare design collections of garments for a season	Mandatory	130 Hrs	4
AMH/N1211Develop proto and fit samples	Mandatory	145 Hrs	4
AMH/N1222Evaluate the proto sample developed related to specific product class	Mandatory	135 Hrs	4
AMH/N1223Maintain health, safety and security in the designing department	Mandatory	40 Hrs	4
AMH/N0104 Comply with industry, regulatory and organizational requirements	Mandatory	50 Hrs	4

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

STAMP

Trendsetters Skill Assessment Pvt Ltd

METTL

Navriti Technologies Pvt Ltd

Skill Mantra

Methods Apparel Consultancy India Pvt Ltd

PVR Skill Central Pvt Ltd

The Assessors Guild

Think Skills

Prima Competencies Pvt Ltd

Base Research

IQAG

Fashion Futures

Multi Skills Assessors Guild(MSAG)

Aspiring Minds Assessment Pvt.Ltd.

AEMA

Manipal City and Guilds

Will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

Two days general orientation with special focus on NOS's is imparted to the employees having prior knowledge of that particular jobrole and the concerned employee, on successfully passing the criteria is certified. The affiliated Assessment Body shall conduct the assessments for RPL as per the set standards.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

1. Introduction

1.1 This methodology is for "Assessing bodies & Assessors" to provide them a clear understanding of assessment policy for AMSSC certification of trainees.

1.2 For assessments to be fair, the assessment bodies are to ensure that the assessment process is valid, reliable, flexible and fair. Assessments are to be planned in conjunction with the training timelines and periodicity, as defined for specific trainings based on National Occupational Standards (NOS).

Assessors must ensure that assessment decisions involve collection and evaluation of sufficient evidence to enable a judgement to be made on the student's competence. An assessment should not place unnecessary demands on students which may prevent them from demonstrating competence.

2. Key Components of the Assessment Process

(a) Competence: Individuals are considered competent when they are able to consistently apply their knowledge and skills to the standard of performance required in the workplace. Both workplace and off the job training and assessment shall aim to ensure that individuals participating in the training have the competence to undertake their work role to the standard expected in a range of employment situations.

(b) Competency based Assessment: Is the process of collecting evidence and making judgements on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the National Occupational Standards.

(c) Collection of Evidence: Evidence collected may be direct, such as observation of workplace

performance/hands on exercises or indirect, such as formal testing. The evidence gathered is to be valid, sufficient, current and authentic.

(d) Judging Competence: An individual is considered competent after the has completed an assessment that verifies that all aspects of the Occupational Standards can be applied in an industry context. Assessment may involve a variety of assessment methods. Evidence is to be used by an assessor to make a judgement about whether a student is competent.

(e) Methodology of Assessment: Can vary from assessor to assessor. However, the process is to broadly comprise of Knowledge & Skill assessments, with the later involving practical's/on work assessment.

(f) Standards against which the students are to be assessed: National Occupational Standards pertaining to the concerned job role.

3. Planning Assessments

3.1 For assessments to be effective, the assessing body is to ensure following –

(a) Clear understanding Knowledge & Skills as defined in National Occupational Standards

(b) Selecting right assessment method. This is a key activity and would involve the following –

(i) Identify unit(s) of competency to cluster for assessment.

(ii) Develop competency profile.

(iii) Identify evidence requirements.

(iv) Review and select assessment methods.

(v) Select assessment tools and record evidence matrix.

(vi) Develop assessment plan.

3.2 The assessing body will have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.

(a) The assessing body shall have “question banks” for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined.

(b) The assessing body shall have an appropriate mechanism to ensure that the assessors prepare results within stipulated time and send these to the assessing body.

(c) The assessing bodies shall have a mechanism to consolidate results and enter the result in web based software and communicate to concerned agencies.

3.3 Assessment: Assessments are to be a mix of knowledge and skills. For each job role, this mix is predefined in consultation with all stakeholders.

AMSSC decision will be final and binding in this regard.

3.4 Assesse details: The assessment agency is to obtain details of candidates to be assessed from training provider.

3.5 Assessment Plan : With all the above inputs, the assessing body is to have an assessment plan, covering the following :-

(a) what will be assessed, i.e., Performance criteria, Knowledge and Skills as defined in NOS

(b) how assessment will occur, i.e. the methods that will be used

(c) when the assessment will occur

(d) where the assessment will take place, i.e. the context of the assessment;

(e) the criteria for decision making, i.e. those aspects that will guide judgements; and

4. Empanelling of Assessors for AMHSSC

4.1 Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. The assessing body should have well-defined process for enrolling/empanelling assessors. The assessing body should have on-role/empanelled assessors with expertise in Apparel, Made ups and home furnishing domain or should be able to empanel such assessors within 60 days from affiliation. Due diligence is to be ensured by assessing bodies while empanelling the assessors.

4.2 The Assessor will be appointed on approval by the panel where the assessor will be judged on basis of his basic educational qualification, overall experience in the field, practical competency, market knowledge & his ability to handle the students/VTP(s).

4.3 Generic aspects for the assessors are to be ensured as follows –

(a) Assessors should have education and minimum 5 years of experience in the related field. They will be screened by AMHSSC .

(b) Familiarity with assessment schemes.

(c) Thorough knowledge of the relevant assessment/ examination methods and examination documents.

(d) fluent in communication in the language of examination, and

(e) free from any interest so that they can make impartial and non-discriminatory judgment / assessment.

4.4 On successful evaluation, assessors will be affiliated with AMHSSC. Each assessor will be awarded a unique identity number.

5. Conduct of Assessments

5.1 The assessments are to be conducted by pre-approved (by AMHSSC) assessors for specific job roles.

5.2 Assessments are to be based on the criteria defined by AMHSSC.

5.3 Skill assessments are to be based on practical, hands-on work by candidates.

5.4 For candidates who are not literate, assessment should be done based on observation of practical Skills or Viva.

5.5 Evidence gathering and recording of evidence is to be ensured.

5.6 The entire assessment process is to be video-graphed.

6. Assessment Records & Results

6.1 Record of all candidates having enrolled and gone through the training process is to be separately maintained by the assessing body.

6.2 Documentation, which needs to be maintained for each specific assessment include the following –

(a) Reference to relevant QP/NOS

(b) Competency profile for the job role

(c) Assessment tools, equipment, checklist

(d) Assessment plan & details of Assessor

(e) Record of evidence presented and assessed

(f) Records and reporting of assessment decision

(g) Appeals information

(h) Assessments filled by Assessor for trainees

The Process

1. Skill Assessment Examination Pattern

Theory and Practical assessment: The assessment will have 2 separate sections.

Section A – Theory

Objective type questions example – MCQ, fill in the blanks, True/False etc.

Subjective type questions can also be framed of 3 or 4 marks each.

Section B – Practical Exam and
Viva Voce

5 practical questions, the candidate has to perform any 3, each practical is of 20 marks. Total 60 marks.

[Time duration – 2 hrs for all given 3 practical tasks]

The marks will be distributed NOS wise as per the job role –

Theory	Viva Voce	Practical Marks (60)			Total Marks
		Practical	Quality & Safety	Aptitude	
30	10	50	5	5	100

The above is an example and marks distributed will change according to the NOS for each Job role.

The candidate has to write the methodology adopted with tools used in a separate answer sheet.

The Question bank containing theory/practical and viva questions will be prepared by the assessment body which will further share it with AMHSSC for approval one month in advance from the date of assessment.

2. Minimum passing marks for candidates

As per MES guidelines the minimum passing marks in each

Theory – 30%

Practical – 60% + 10% Viva

In order to get certified the candidate has to secure minimum passing marks that is 70% cumulative (theory + viva + practical) for each NOS.

3. The essential Documentation and procedures

a. Pre Exam

- Contacting VTPs for scheduling of the exam dates for generation of ABN nos.
- Allocation of Assessor for the particular ABN(s)
- Setting of theory and practical paper based on NOS curriculum & drawn from question banks prepared by Assessing body which will be shared with AMHSSC for approval 1 month before assessment.
- Preparation of customised exam related documents, generation of attendance sheets & results sheets with other allied documents. Sealing of paper set envelopes (theory & practical) of various trades along with other necessary documents by the confidential section of the assessing agency.

b. During Examination

- Opening of the sealed question paper envelope/s in the presence of Principal/Centre Head with their signature and seal.
- Accountability statement/Guidelines for the invigilators/examiners/assessors (Annex – 1).
- Attendance of the candidates with verification (Annex – 1)
- Declaration by the candidate. (Annex – 1)
- After examination all the papers, documents (including practical madeups) will be sealed back in an envelope & will be taken back by the assessing body for valuation and post exam work.

c. Post Exam

- Valuation of theory papers/practical papers by the assessors: The theory paper and practical will be

evaluated by the allocated authorised assessors on the same day and the marks will be entered in the prescribed format. (Annex – 1)

- Preparation of results in prescribed format. (Annex – 1)
- Verification of results by Assessing body

4. Results

The result will be prepared by assessing agency within 3 days in prescribed format (as per guidelines) and the same will be send to AMSSC in soft copy.

Documentation required in the process of assessment

Accountability statement

Candidate Attendance Sheet

Declaration form to be filled by candidates

Exam Result Sheets

Practical Exam Sheets

Feedback Sheets (optional) for students & VTP

Assessor Empanelment Format

Observation Checklists

Tests (Written papers/records)

Evidence Record Sheets

Result Submission format

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Assistant Fashion designer

AMH/Q1210

AMHSSC

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions approved by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in a QP.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N1210 (Plan and prepare design collections)	PC1. Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design and extract a theme/inspiration from them	90	20	8	11	1
	PC2. Develop theme, client, forecast and mood boards and extract the key elements from them which is intended to be put in the garment design as per the instructions given		18	4	13	1
	PC3. Identify, develop, collect and maintain the swatches of the fabrics, trims and accessories that are required for design development		18	4	13	1

	PC4. Identify fabric (print, embroidery and dye) and garment manufacturing techniques and process steps in converting a design to a garment		22	8	12	2
	PC5. Get approval from the concerned heads in context of the design collection made, fabrics, trims and accessories intended to use and the manufacturing techniques to be used to develop a garment		12	4	7	1
	Total		90	28	56	6
2. AMH/N1211 Develop proto and fit samples)	PC1. Prepare techpack with details like specs of the garment, type of fabric, color of fabric, type of trims and accessories, etc. including processes used and materials employed	100	21	8	11	2
	PC2. Review techpack in consultation with the client and design review team with respect to the availability of the concerned materials in the market, organization's ability to manufacture that design, labour skills, etc.		24	9	13	2
	PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc. with respect to developing proto and fit samples		18	5	12	1
	PC4. Develop proto and fit samples as per the revised techpack for a particular style		19	3	15	1
	PC5. Fill the cost sheet of the style in the given format after consulting various departments		18	7	9	2
				100	32	60

3. AMH/N1222 (Evaluate design development process)	PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements	95	17	6	10	1
	PC2. Check proto sample for design (woven/print), and attributes like washability, utility, etc.		16	3	12	1
	PC3. Review proto sample in consultation with the client and/or review team		19	7	11	1
	PC4. Amend/modify proto sample as per review inputs		21	5	15	1
	PC5. Get approval of the proto sample from client		12	5	6	1
	PC6. Prepare file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheet, etc.		10	2	6	2
	Total			95	28	60
4. AMH/N1223 (Maintain health, safety and security in the designing department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like physical injuries from scissors, shears, etc.	30	6	1	3	2
	PC2. Handle tools and equipments like cutter, scissors, shear, etc. safely and securely		5	1	2	2
	PC3. Check the workplace and work processes for potential risks and threats like fire, electric shock, etc.		7	2	3	2
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	1	3	2
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2	3	1

	Total		30	7	14	9
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	35	7	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	1	5	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
	Total Marks		35	10	20	5
		350	350	105	210	35

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of AMHSSC gave final approval and endorsement for the same. The number of industries which validated the job role are 30. (Small – 10 , Medium – 10 and Large – 10)

What is the estimated uptake of this qualification and what is the basis of this estimate?

Skills Gap analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection.

- Feedback from industry for demand though again sample size may not lend to accurate figures
- Training duration, and current and potential training capacity envisaged
- An LMIS development initiative is being put in place to be more precise regarding the demand and

supply

The employment in clothing and textile industry will be 21.54 million by 2022 and there is an incremental human resource requirement of 6.31 % from the year 2013 till year 2022. Manufacturing of wearing apparels will require 4.58 million people by the year 2022.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
- NSDC QRC team also confirmed the same

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.
- Monitoring of results of assessments
- Employer feedback will be sought post-placement
- A formal review is scheduled in two year time

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Assistant Fashion designer

AMH/Q1210

Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>An Assistant Fashion Designer is required to study, analyse the forecast, techpack (provided or generated by them), instructions forwarded, conceptualize them, anticipate and finally create designs and the samples of various garments like skirts blouse, which carry utility, reflect. The Assistant Fashion Designer should be aware of the international size chart, fits, pattern making, stitching etc. He/she is required to know the sequence of manufacturing techniques according to the style and communicate effectively with other departments/ workers and seniors</p>	<p>An assistant fashion designer has the knowledge of types fabrics(woven, non-wovens and knits), trims and accessories used and their trade names and availability in the market. He/she knows techniques of research, forecasting and designing the products according to the customer's requirement by hand or computer softwares. He/she knows types of garments(women, men and kids) and their He/she has the knowledge about the fabric making techniques, dyeing, printing and finishing processes. He/she has the professional knowledge of carrying out the task of sampling, which includes types of samples, their construction techniques(designing, sizes techpack, taking approvals from the customer, pattern making, cutting, stitching, finishing etc) according to the style, while</p>	<p>An assistant fashion designer follows organization rule-based decision making process. He/she plans and organizes design oriented work to meet the deadlines and targets by maintaining the related fabric swatches, trims, manufacturing techniques, etc. of the designs intended to be developed. He/she analyzes the designs on the basis of repetition, already available in the market, customer centric, production friendly, etc. He/she critically evaluates design inputs in relation to the product intended and according decides manufacturing process. He/she plans and organizes the designs and the related fabrics, trims/accessories intended to be used as per the forecast, customer demand, climatic conditions, budget of the company, user friendliness and availability in the market and also arranges their substitutes in case of scarcity/unavailability of a particular fabric. He/she is in-line with the sourcing department to avoid</p>	<p>An assistant fashion designer documents records related to the past experience of the company with the types of fabrics used, process steps and specification related to proto development, and the specifications and the changes of the proto sample of each style being developed for future reference. He/she reads thoroughly and understand the specifications mentioned in the techpack and act accordingly while evaluation of the proto sample and keeps abreast with the latest fabrics by reading brochures, magazines and websites. He/she writes letter, memos, mails in clear, comprehensible and unequivocal English and is able to communicate in local and foreign language also. He/she reads and discusses details about fabrics, manufacturing process, changes in the sample and calculates expected wastage/consumption, costing, etc. and seeks information and keep updated with the sourcing department, his team and supervisors/ seniors</p>	<p>The span of jobs for an assistant fashion designer involves market study, perceiving trends underline, predict and forecast trends setting in for season forthcoming, identify theme, create mood board based on theme, develop designs for entire range of products in relation to the theme and subsequently to generate techpack for each style within the range of products. Finally to work with team to develop a prototype based on techpack. He/she works according to the specifications relating to colour, fabric, trims and accessories, budget, manufacturing process while coordinating with other departments and their heads.. He/she is responsible for incorporating the changes recommended by the buyer in the sample, calculating the cost and any kind of wastage. He/she is</p>	Level 4

	<p>coordinating , with various departments and calculating the final costing of the product in the currency asked by the buyer. He also coordinates with the production department during final production incase of any doubts . He/she also knows about design softwareslike Auto-CAD, CorelDraw, Photoshop, Illustrator, etc. He is well versed with the company norms and documents all the records related to the design, sample, swatch, costing, trade related documents, techpack , feedback of the customers in a file as per the style and the according to the buyer while working ethically with a team and under the supervisor.</p>	<p>any confusions. He/she understands customer requirements and their priority when developing embroidered or printed patterns on fabrics and acts intelligently and rectifies small, unnoticeable mistakes if occurred in print, color, etc. He/she asses applies domain information about Product, Processes and technical specifications to identify critical aspect related to techpack, critically evaluate design inputs in relation to product intended. He/she evaluates the samples and takes decisions regarding the modifications after consulting the review team and seniors. He/she follows the organization’s safety and security norms while working.</p>	<p>incase of any doubt. He/she is able to read and understand the company norms, health and safety rules and manuals.</p>	<p>responsible for his/her own work and learning.</p>	
Level 4	Level 4	Level 4	Level 4	Level 4	Level 4

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used):

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

The extent to which a labour is trained and educated effects its mobility. To ensure horizontal and vertical mobility the Qualifications pack have been tailored in a manner that it states all the required skills for a particular job role and ensures increase in developmental level when skills are practiced over time. He will become Fashion Designer (Vertical Mobility) with experience.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here: